



**AERIESCON**  
S p r i n g 2 0 2 4

# Flex Scheduling – Traditional Bell Schedule

*Session 325-1*



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# Agenda

**01** Changes to MST & SMS

**02** Flex Periods

**03** Class Calendars

**04** Avoid Conflicts

**05** Define Sections

**06** Section Staff Members



# CHANGES TO MST and SMS

## Traditional Scheduling

1. Period and Block
2. Split Term and Day Tags
3. Primary Teacher, TCH #2, TCH #3
4. Teacher (TCH)
5. Bell Schedule (BEL)
6. Block Schedule Calendar (DAY)

## Flex Scheduling

1. Flex Period (FTF)
2. Class Calendar (CCL)
3. Section Staff (SSE or SSM)
4. Staff (STF)
5. Flex Period Times (FTF)
6. Class Calendar Dates (CCD)



# FLEX PERIOD OVERVIEW

- Flex Periods are created and linked to sections in the MST and/or the SMS tables.
- Flex Periods include Start and End times for each period.
- Custom Bell Schedules are defined (BSD) and linked to School Calendar (DAY).
- Custom Bell Schedule times may be defined within the Flex Periods



# FLEX PERIODS - FTF TABLE

- Academic Year (FTF.YR)
- Short Title (FTF.STI) – 6 characters maximum
- Tiny Title (FTF.TT) – 2 characters

*Texas – field is used for state reporting. California – currently field is not used*

- Description (FTF.DE) – 50 characters
- Start and End times (FTF.ST and FTF.ET)
- Type (FTF.TY)

*Blank = Standard Flex Period. C = Non-Conflict Flex Period*

- Custom Bell Schedule Start and End times (FTT)



# CLASS CALENDARS OVERVIEW

- Class Calendars are created and linked to sections in the MST and/or the SMS tables.
- Class Calendars are used to indicate which school days a section/class meets.
- Class Calendars can be created for sections that meet every day, every other day, all Mondays and Tuesdays, Fridays only, etc.
- It is recommended that for each Flex Period there exists a corresponding Class Calendar.



# CLASS CALENDARS - CCL TABLE

- Academic Year (CCL.YR)
- Short Title (CCL.STI) – 6 characters maximum
- Description (CCL.DE) – 255 characters
- Mass Select Dates (CCD)
- Admin users can COPY the Class Calendars (within the same school)
- Admin users can PUSH the Class Calendars (to other schools)



# BELL SCHEDULE – 1 LUNCH

Create a Lunch Flex Period if Lunch is a course

Flex Period	Start/End Times	Class Calendar	Meeting Days
P1	8:00-8:50	P1	MTWRF
P2	8:55-9:45	P2	MTWRF
P3	10:05-10:55	P3	MTWRF
P4	11:00-11:50	P4	MTWRF
LUNCH	11:50-12:20	LUNCH	MTWRF
P5	12:25-1:15	P5	MTWRF
P6	1:20-2:10	P6	MTWRF



# BELL SCHEDULE – 2 LUNCHES

Create two Lunch Flex Periods if Lunch is a course

Flex Period	Start/End Times	Class Calendar	Meeting Days
P1	8:00 – 8:50	P1	MTWF
P2	8:55 – 9:45	P2	MTWRF
P3	10:05 – 10:55	P3	MTWRF
P4	11:00 – 11:50	P4	MTWRF
P5A	11:55 – 12:45	P5A	MTWRF
LUNCH2	12:45 – 1:15	LUNCH2	MTWRF
LUNCH1	11:50 – 12:20	LUNCH2	MTWRF
P5B	12:25 – 1:15	P5B	MTWRF
P6	1:20 – 2:10	P6	MTWRF



# WHAT CREATES A CONFLICT?

A scheduling conflict occurs when these three criteria are met:

1. Sections meet in the same or overlapping **terms** (i.e.: Fall and Quarter 1 are overlapping terms)
2. Sections meet at the same or overlapping **time**
3. Sections meet on the **same day(s)**



# AVOIDING CONFLICTS

- To avoid scheduling conflicts, create different Flex Periods and/or different Class Calendars.
- To help identify how to create Flex Periods and Class Calendars, consider these questions:
  1. Which day/days do all or most of the periods meet?
  2. Which day/days are the exceptions?



# DEFINE SECTIONS: MST OR SMS

- Add a section to the MST or the SMS table
- Select a Flex Period
- Select the corresponding Class Calendar
- Enter Course ID, Room, Grade Range, Max, and other required fields
- Assign a primary Staff record to the section
- If needed, assign additional Staff records to the section



# KEY TAKEAWAYS

- Add Flex Periods for a traditional bell schedule.
- Add Class Calendars for a traditional bell schedule.
- Link Flex Periods and Class Calendars to sections in MST or SMS.
- Add Section Staff Members to sections in MST or SMS.



# Additional Workshops to Consider

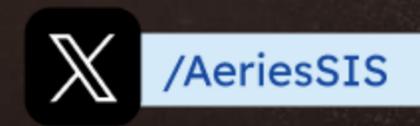
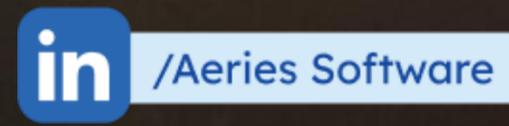
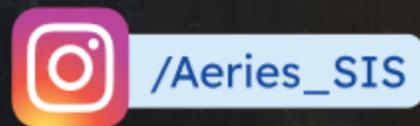
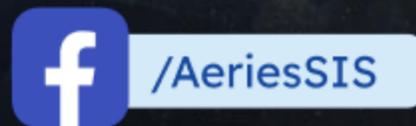
- 272 Flex Queries
- 305-1 Managing Scheduling Course Requests
- 305-2 Student Course Requests Using the Aeries Student Portal
- 310-1 Student Scheduling for Next Year – Building the Scheduling Master Schedule
- 310-2 Student Scheduling for Next Year – Scheduling Students
- 320 Master Schedule Building Theory
- 325-2 Flex Scheduling – Complex Bell Schedules
- 328 Elementary School with Primary Class
- 330 Scheduling Master Schedule Board
- 340 Student Scheduling – Scheduling Groups and Teams



# THANK YOU!

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